



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

**Issue Date:** February 12, 2016

**Posting No.:** 49-16

**TITLE:** Classification Officer 1 **SALARY:** \$49,263.43 - \$69,662.11

**LOCATION:** Central Reception and Assignment Facility, Classification Unit – Trenton, NJ

**JOB DESCRIPTION:**

Under direction of a Classification Officer 3 or other supervisory official, assists in the application of appropriate state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; assists in the activities involved in classifying inmates using the Objective Classification System, coordinating inmate records, calculating sentence expirations, and in preparing materials for use by the Bureau of Parole, the State Parole Board, and other committees; does related work.

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**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN February 29, 2016.**

Forward Response To:

Lisa Gaffney, Manager, Human Resources  
Regional Personnel Services, Region 6  
Office of Human Resources  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be  
sent only to:**

**Civilian.Recruitment@doc.nj.gov**